



# **SUPERIOR COURT OF CALIFORNIA COUNTY OF MONTEREY**

**Invites your application for**

## **Family Law Facilitator**

**\$5,685 - \$7,022 Monthly (Plus generous benefits)**

**OPEN UNTIL FILLED Priority Screening Deadline: Friday, June 2, 2006 by 5:00 p.m.** Applications received after this deadline will be reviewed on an as needed basis. (Postmarks not accepted.)

### **THE SUPERIOR COURT**

The Superior Court of California, County of Monterey is a general jurisdiction trial court hearing criminal, civil, family law, probate, juvenile, child support enforcement, traffic and mental health cases. There are 18 judges, 2 commissioners, and a support staff of 216 employees.

### **THE POSITION**

The Superior Court of California, County of Monterey is seeking a highly competent individual to perform the duties of Family Law Facilitator.

Under general direction, this management level position provides services mandated by Family Code section 10000-10012 which includes the development, planning, implementation, and administration of a family law program providing legal services to litigants not represented by counsel.

The Family Law Facilitator performs a variety of developmental and direct service provisions to facilitate family law proceedings related to child support and spousal support matters as well as serve as the Manager of the Court's self service center.

### **EXAMPLES OF ESSENTIAL DUTIES AND FUNCTIONS**

- Plans develops, implements, operates and evaluates programs and services of the Office of the Family Law Facilitator (60% of job); and plans, develops, implements, operates and evaluates programs and services of the Self-Service Center (40% of job).
- Assist in the recruitment and selection of paraprofessional legal staff and volunteers.
- Supervise, train, evaluate and discipline subordinate staff and/or community volunteers.
- Establish and maintain good working relations with the private, family law bar, community and governmental agencies providing services to families and children.
- May be required to serve as a judge pro-tem.
- Prepare and administer grants.
- Prepare and maintain case files, reports and statistical reports.
- Respond to legal inquiries.
- Review, analyze and implement legislation, statutory mandates, rules of court and applicable regulations relating to the provision of self-service assistance to self-represented litigants.
- Develop educational and community outreach programs.

### **MINIMUM QUALIFICATIONS**

Any combination of education, training and/or experience which substantially provides the following:

#### **Working knowledge of:**

- Principles and practices of management and supervising staff
- Legal principles and precedents as applied to judicial procedures
- Legal research techniques, including the use of legal reference works, case law and statutory law
- Legal terms and procedures; Judicial Council forms
- The Family Code, the Civil Code, the Code of Civil Procedure, the Evidence Code, the Penal Code and the Rules of the Court

- Statutory guidelines for support schedules
- Family law support software programs and family law forms software programs
- Mediation techniques and approaches for family law and domestic violence issues.

**Skill and ability to:**

- Effectively manage programs and supervise staff of paraprofessionals and volunteers/interns
- Deal diplomatically with managers, judges, attorneys, other Court personnel and the public
- Work with self-represented litigants
- Establish and maintain effective working relationships with those contacted in the course of work
- Work and communicate effectively with people from diverse backgrounds; who cannot read; have limited comprehension; have difficult legal and financial problems; have learning disabilities; have physical disabilities or limitations; speak languages other than English; are confused, angry, hostile or frustrated with the legal system
- Prepare clear and comprehensive agreements, correspondence, reports and memoranda
- Operate office equipment and personal computers and use specified computer applications, including word processing and spreadsheets as applicable
- Perform legal research independently
- Work independently with minimum supervision; handle a large number of cases effectively and efficiently
- Create innovative approaches to family law procedures
- Maintain confidentiality and exercise discretion and sound judgment
- Monitor myriad details while creatively problem solving
- Apply legal principles to case facts and make decisions
- Work in an environment with conflicting work priorities
- Organize work, set priorities and meet established deadlines
- Work as part of a team and collaboratively with judges, staff and other trial court staff and external agencies; coordinate work with others.

**Education and Experience:**

Education: Completion of a Juris Doctorate from an accredited college or university

Experience: Five years of experience practicing law including a minimum of three years of mediation or litigation experience in the areas of family law, probate, civil law, small claims, and unlawful detainers as a licensed attorney practicing law in the State of California.

**Licenses:**

- Possess and maintain current active membership in good standing with the State Bar of California
- Incumbent must possess a valid Class C California driver license, or provide suitable transportation approved by the hiring authority

**DESIRABLE QUALIFICATIONS**

**Working knowledge of:**

- Domestic violence training
- California family law and procedures in the areas of Title IV-D child support, the Uniform Interstate Family Support Act, non Title IV-D child support, spousal support, child custody and visitation, other interstate jurisdictional issues, and domestic violence prevention
- Relevant educational materials; proper forms and the correct completion of them
- Appropriate referral sources
- The California court system and procedures in family law cases.

**Skills and abilities:**

- Bilingual skills in English/Spanish

**Experience:**

- Experience as a legal services program coordinator and/or in the direct provision of legal services to underserved communities
- Experience working with self-represented litigants

**BACKGROUND INVESTIGATION**

Convictions, depending upon type, number and date, may be disqualifying. Court employees shall be subject to a modified background investigation and fingerprinting. False statements or omission of facts regarding background or employment history may result in disqualification or dismissal.

### **PHYSICAL AND SENSORY REQUIREMENTS**

The physical and sensory abilities required for this classification include: personal mobility in order to work in various office and courtroom locations; ability to bend, stoop and reach in order to retrieve files; ability to use a step stool to reach files and supplies forms stored up to eight feet high; ability to pull files from long, narrow filing units with a four foot space between units; ability to lift and carry items up to 20 pounds; ability to communicate effectively in an office and courtroom environment; ability to read standard text in order to assist the public; finger and manual dexterity in order to operate a computer keyboard; ability to sit at a desk or computer for extended periods of time up to 7 hours a day.

### **FILING REQUIREMENTS AND SELECTION PROCEDURE**

All applicants must file the following documents with the Superior Court of California, County of Monterey, Human Resources, 240 Church St., Rm. 318, Salinas, CA 93901 to be eligible for consideration: 1) Court Application; 2) Responses to Supplemental Questions. Application material may be obtained from any of the Court's locations, by telephoning (831) 775-5540, visiting the Court's website at [www.monterey.courts.ca.gov](http://www.monterey.courts.ca.gov) or by emailing [courtjobs@monterey.courts.ca.gov](mailto:courtjobs@monterey.courts.ca.gov).

### **TENTATIVE SCHEDULE**

- Friday, June 2, 2006 – Application materials due to meet priority screening deadline.
  - Week of June 5, 2006 – Qualifications review.
  - Week of June 12, 2006 – Oral Board Examination.
  - Week of June 19, 2006 – Final Selection Interview.
  - Week of July 3, 2006 – Successful candidate starts with the Court.
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- The selection process is tentative and applicants will be notified if changes are made.
  - The competitive process includes submitting a completed Monterey Superior Court Application and responses to Supplemental Questions.
  - Applicants who fail to complete an application or Supplemental Questions Response will not be considered for this position.
  - Resumes will not be accepted **in lieu of** required application materials.
  - Application materials will be competitively evaluated, with those applicants who are determined to be the most appropriately qualified invited to participate further in the process. To further assess applicant's possession of required qualifications, this examination may include an oral examination, pre-exam exercise, performance examination and/or written examination.
  - Applicants who pass the testing/evaluation process will be placed on an eligible list and may be contacted to schedule a final interview. The established eligible list may be used to fill future vacancies.

### **SUMMARY OF BENEFITS (X Unit)**

**Retirement:** Public Employees' Retirement System (P.E.R.S.) 2% @ 55 (100% paid by the Court)

**Holidays:** 13 days per year

**Annual Leave:** Accrues at the rate of 23 days per year. The accrual rate increases after 2, 6, 10, 15, 18, 20 and 25 years of service.

**Medical, Dental, & Vision Care:** Flexible Spending Account: available benefits – medical/dental/ vision, prescription drugs and dependent coverage.

**Professional Leave:** 7 days per calendar year; pro-rated

**Educational Leave:** 3 days (24 hours) per calendar year

**Educational Assistance:** Up to \$2,000 per year

**Life Insurance:** \$50,000 life insurance policy

**Deferred Compensation:** A deferred compensation program is available administered by Great West Life

This information is not legally binding, nor does it serve as a contract. The benefits listed in the Court Personnel Policies and Practices or MOU prevail over this listing.

### **SPECIAL NOTES**

- The Immigration and Reform Act of 1986 requires that persons hired must present documents verifying identity and authorization for employment in the United States.
- If you believe you possess a disability that would require accommodation in the selection process, please call the Court at (831) 775-5540.

The Superior Court of California, County of Monterey is an Equal Opportunity Employer

**SUPERIOR COURT OF CALIFORNIA, COUNTY OF MONTEREY**

**FAMILY LAW FACILITATOR**

**REQUIRED SUPPLEMENTAL QUESTIONS**

Responses to these supplemental questions must be completed and submitted together with the required Court application form. Applicants who do not complete the Supplemental Questions will be eliminated from the examination process. A resume is not an acceptable substitute. Clarity, conciseness and completeness of answers are factors considered in the selection process.

Your responses to the Supplemental Questions will be used to evaluate your writing skills as well as your experience and qualifications. Limit your responses to no more than one page for each of the areas listed. Please place your name and the position you are applying for on each page.

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1. Please describe your experience with self represented litigants.
2. Please describe in detail your work accomplishments, experience, education and training, using specific examples in the area of family law.
3. Please fully describe your previous managerial experience to plan, organize, coordinate and direct the work of subordinates, and to work with other departments.
4. Please give examples of programs, policies and procedures you have implemented and describe how these changes benefited your organization(s).